

Business Parking Permit

Application Form



Falkirk Council

Falkirk Council
Abbotsford House
Davids Loan, Falkirk
FK2 7YZ

Email: parking@falkirk.gov.uk

Falkirk Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Complete all sections of this application form in **BLOCK CAPITALS**. To ensure you receive your permit promptly, please enclose or attach copies of all the correct documentation. This can be emailed to parking@falkirk.gov.uk. If sending your application by post do not send original documents.

PLEASE NOTE APPLICATION SHOULD BE MADE AT LEAST 7 WORKING DAYS BEFORE THE PERMIT IS REQUIRED.

BEFORE COMPLETING THIS FORM, PLEASE READ THE "NOTES FOR APPLICANTS AND CONDITIONS OF USE"

All data collected on this form will be managed in accordance with the General Data Protection Regulations. You can find our Privacy Notice regarding the information in this form on our website at www.falkirk.gov.uk

Part 1 - Your Details

Name:

Address:

Postcode:

Position held in business:

Telephone:

Part 2 - Your Business Details

Business Name:

Business Address:

Postcode:

Telephone:

Email Address:

Part 3 - Particulars of your vehicle (NB: Only ONE permit may be granted per business for a specific vehicle. The vehicle registration mark will be shown on the permit)

Registration Number: Vehicle Colour:

Vehicle Make: Vehicle Model:

I confirm that the above vehicle is neither an HGV nor over 7'6" (2.3m) in height

Part 4 - Payment and Location

Are you applying for a: New Business Parking Permit (€352.30 fee applicable) Replacement Business Parking Permit (the original having been lost or destroyed - €10 fee applicable)

If your application is successful, you will be contacted by the Roads Administration office to arrange for payment to be made. Do not send any form of payment with your application.

Please indicate the location you wish to apply for (mark **one**)

MacFarlane Crescent Melville Street Pleasance Cochrane Street Oswald Street
East Bridge Street Park Street Kemper Avenue Burnhead Lane Vicar Street
West Bridge Street Comely Place

Part 5 - Enclosed Documents (Please refer to notes 2 & 3 of the 'Notes for Applicants and Conditions for Use' when completing) If sending your application by post, do not send original documents.

I have enclosed the following documents with my application:

Property Documents

Tenancy Agreement
Bank/Credit Card Statement
Non-Domestic Rates Bill
Utility Bill

Vehicle Documents

Motor Insurance Certificate
Vehicle Registration Document (V5 Log Book)
The Company Group Policy Insurance Certificate
Contract Hire/Lease Agreement if Vehicle is Hired or Leased

Other Document Please specify

Part 6 - Declaration (To be completed by Applicant)

I have read and understood the 'Notes for Applicants and Conditions of Use' and agree to comply with these and understand that non-compliance may lead to the permit being withdrawn.

Signed:

Date:

FOR OFFICIAL USE ONLY

Permit Number:

Expiry Date:

Issued By:

Date:



FALKIRK COUNCIL

Permit Holders Parking Scheme Applications for a Business On-Street Parking Permit Notes for Applicants and Conditions for Use (To be retained by Applicant for future reference)

1. GENERAL INFORMATION

One Business Parking Permit may be issued per **business**.

Vehicles considered for a Business On-Street Parking Permit are either:

- a passenger vehicle or lights good vehicle weighing less than 3.5t constructed or adapted solely for carrying no more than 12 passengers (excluding the driver), and their effects and not drawing a trailer,

OR

- a vehicle not exceeding 2.3 metres (7' 6") in height and not drawing a trailer.

The applicant should note that Permit Holders Parking Spaces are only reserved for that purpose between 8.45am to 5.30pm, Monday to Saturday. A space is not guaranteed to be available.

It is an offence to park in a permit holders bay without displaying a valid business permit even if an application has been emailed or posted to the Roads Administration Office.

2. DEFINITION OF "BUSINESS" AND PROOF OF BUSINESS ADDRESS TO BE SUPPLIED (ELECTRONIC COPIES ACCEPTABLE)

To qualify for a business on-street parking permit, the address you have supplied in Part 2 must be within the Falkirk town centre Controlled Parking Zone (CPZ) and the business must have paid the applicable business improvement district (BID) levy. **You must provide a copy of one of the following proofs of business address, all dated within the last 3 months:**

Utility Bill, bank or credit card statement, non-domestic rates bill, tenancy agreement issued by a solicitor or leasing agent on headed paper.

A permit will not be issued until proof of address has been confirmed. If you do not have any of the above documents, you should contact the Roads Administration office **before** submitting your application.

3. DOCUMENTS REQUIRED FOR YOUR VEHICLE (ELECTRONIC COPIES ACCEPTABLE)

- If the vehicle is owned by the applicant or business, you must provide a copy of the original vehicle registration document (V5C logbook) and a copy of either:
 - certificate of insurance showing that the vehicle is insured for business use, or
 - the company's group policy insurance certificate.

OR

- If your vehicle is leased or hired, a copy of the lease or contract hire agreement showing the applicants name or the name of the business and the vehicle registration number.

4. LOST OR DAMAGED PERMIT

If the permit is damaged such that any details contained thereon are illegible, the holder must surrender the damaged permit to the Roads Administration Office for a replacement at a current cost of £10. If the permit is lost you may apply for a replacement permit at a current charge of £10.

5. CHANGE OF ADDRESS OR VEHICLE

Report all changes of address or vehicle to the Roads Administration Office as soon as possible with verification of your new business address still within the CPZ or vehicle. If you need to change the permit it must be returned before a replacement can be processed.

6. DISPLAYING YOUR PERMIT

The permit must clearly be exhibited on the windscreen, dashboard or fascia of the vehicle in a conspicuous position in the vehicle so that the whole of the information on the permit is clearly legible from outside the vehicle. The permit is invalid if any of the information contained on the permit does not correspond with that of the vehicle in which it is exhibited or if the permit has expired.

7. VOLUNTARY SURRENDER OF PERMIT

A permit holder may surrender their permit to the Council at any time. You will receive a refund for each complete calendar month which remains unexpired, less 10% for administration charges.

8. OTHER REASONS FOR SURRENDER OF PERMIT

Permit holders are required to surrender their permit to the Council in the following circumstances:

- If the permit ceases to be valid;
- If a replacement permit is issued by Falkirk Council;
- If requested to do so in writing by Falkirk Council.

9. OTHER NOTES

You will be notified in writing when your application has been approved. Payment will be required before the business parking permit will be issued.

Completed applications, together with supporting documentation should be sent to:

Send completed applications to:

Roads Administration
Development Services
Falkirk Council
Abbotsford House
Davids Loan
Falkirk
FK2 7YZ

or emailed to:
parking@falkirk.gov.uk